

Polk County Wisconsin

EMPLOYEE ORIENTATION

Policy 020

Effective Date: 04-20-82

Revision Date: 03-11-08

On an employees first day of work he/she will be briefed by the Department Head concerning work hours, work rules, salary and benefits, job safety, probation evaluations, organizational structure, etc. A standard form will be used (see appendix) to verify that the employee has received an orientation; a signed copy will become a permanent part of the personnel file.

All employees will attend an Employee Orientation, with a representative from each of the following departments presenting information: Department of Employee Relations, Parks and Buildings, I.T., and Payroll. An acknowledgement of the information shared with each employee will be signed and placed into their personnel file.